

**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES**

OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

POSITION POSTED: Domestic Relations Specialist
SALARY RANGE: \$35,498.00-\$47,717.00
DATE POSTED: October 24, 2013 thru November 1, 2013

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications listed below.

A PERSON MAY NOT TAKE AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university, preferably with coursework in social work, sociology, psychology, or legal system-related discipline.
- One (1) year of paid legal, social services or high-impact/high-volume customer service work experience with assignments that include case management, investigative or dispute resolution responsibilities that involve face-to-face interaction with clients or the public.

Note: This position requires frequent face-to-face contact with individuals who may be under duress.

DESCRIPTION OF WORK:

Under limited supervision of Domestic Relations Supervisors, investigates domestic relations cases in order to make recommendations to the Court regarding support, parenting time, custody, paternity and other conditions. Interviews parties to gather financial information; assesses family environment; determines the facts in a case and gathers other pertinent information. Investigates complaints of violations of court orders regarding domestic relations cases. Serves the public and pursues resolution of issues in accordance with prescribed departmental and court policies and procedures.

Responsibilities may include, but are not limited to:

- Interviewing parties in domestic relations actions to gather information for court processes to establish, enforce, and modify child support, spousal support, parenting time, and custody.
- Preparing documents, reports, and recommendations based upon interviews of parties and other sources to assist the Court in making appropriate legal determinations.
- Communicating with governmental agencies and other sources to obtain information such as income verification. Communicates with litigants, attorneys and others to explain court policies, procedures, orders, and regarding other relevant matters.
- Informing litigants of legal rights and responsibilities.
- Recording Family Support Orders, Orders of Filiation, Ex-Parte and Temporary Orders, Divorce Judgment and Modification Orders, etc.
- Initiating appropriate establishment, modification, and enforcement actions in accordance with federal regulations, state statutes, and court policies.
- Providing in court-assistance to jurists, referees, and staff attorneys to resolve domestic relations issues, including testifying, preparing court orders and providing guideline, case, and account information.
- Computing and verifying child support charges and pursues necessary corrections; calculating arrearage balances based upon court orders, court procedures, and payment and expense histories.
- Reconciling payment records with public assistance data and other child support agencies' records to ensure proper disbursements and refunds.
- Maintaining and reporting statistical and other case and account data and providing updates to management and systems following established procedures.
- Using limited dispute resolution techniques to assist litigants and resolve conflicts related to court-ordered matters.
- Performing other duties as assigned.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria.

INFORMATION PROVIDED ON APPLICATION FORMS AND SUBSEQUENT VERIFICATION THEREOF WILL BE USED TO DETERMINE APPLICANT'S QUALIFICATIONS FOR THIS POSITION. **INCOMPLETE AND/OR ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX – 70% MIN)

Evaluation of Training, Experience & Personal Qualification	P/F (Pass/Fail)
Writing Examination	50% max
Interview	50% max

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement** at the Third Judicial Circuit Court, Office of Human Resources, 720 Coleman A. Young Municipal Center, Detroit, Michigan 48226. **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 200-015

Date Issued: 8/09/2012

TITLE: Domestic Relations Specialist

SUMMARY:

Under limited supervision of Domestic Relations Supervisors, investigates domestic relations cases in order to make recommendations to the Court regarding support, parenting time, custody, paternity and other conditions. Interviews parties to gather financial information; assesses family environment; determines the facts in a case and gathers other pertinent information. Investigates complaints of violations of court orders regarding domestic relations cases. Serves the public and pursues resolution of issues in accordance with prescribed departmental and court policies and procedures.

ESSENTIAL FUNCTIONS:

1. Interviews parties in domestic relations actions to gather information for court processes to establish, enforce, and modify child support, spousal support, parenting time, and custody.
2. Prepares documents, reports, and recommendations based upon interviews of parties and other sources to assist the Court in making appropriate legal determinations.
3. Communicates with governmental agencies and other sources to obtain information such as Income verification; and communicates with litigants, attorneys and others to explain court policies, procedures, orders and regarding other relevant matters.
4. Informs litigants of legal rights and responsibilities.
5. Records Family Support Orders, Orders of Filiation, Ex-Parte and Temporary Orders, Divorce Judgment and Modification Orders, etc.
6. Initiates appropriate establishment, modification, and enforcement actions in accordance with federal regulations, state statutes, and court policies.
7. Provides in court-assistance to jurists, referees, and staff attorneys to resolve domestic relations issues, including testifying, preparing court orders and providing guideline, case, and account information.
8. Computes and verifies child support charges and pursues necessary corrections; calculates arrearage balances based upon court orders, court procedures, and payment and expense histories.
9. Reconciles payment records with public assistance data and other child support agencies' records to ensure proper disbursements and refunds.
10. Maintains and reports statistical and other case and account data and provides updates to management and systems following established procedures.
11. Uses limited dispute resolution techniques to assist litigants and resolve conflicts related to court-ordered matters.
12. Observes the collection of genetic test samples and processes accompanying documentation to ensure the established chain of custody.
13. Performs other duties as assigned.

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 200-015

Date Issued: 8/09/2012

TITLE: Domestic Relations Specialist

KNOWLEDGE, SKILLS AND ATTRIBUTES:

Maintain a professional appearance and demeanor.

Possess effective verbal, written, and interpersonal communication skills.

Learn and apply court rules, practices and procedures.

Establish and maintain effective working relationships with coworkers, employees, officials, and external contacts.

Maintain a professional rapport in a variety of interview situations.

Identify and resolve problems and disputes.

Manage time effectively.

Apply general rules to specific problems to produce positive results.

Operate office equipment.

Use Microsoft Office Suite and other relevant software and systems.

Perform other duties as assigned.

WORK ENVIRONMENT:

Normally a typical customer service office environment with minimal exposure to excessive noise or adverse environmental issues.

PHYSICAL REQUIREMENTS:

Sitting at desk for long periods of time to perform job functions.

Ability to read, write, and interpret written documents.

Use hands to manipulate, handle, feel, and control items or equipment.

Walk, bend, reach, stand and sit.

Talk, hear, and communicate with clients, co-workers, and others.

See and be able to read, write, and interpret written documents.

QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university, preferably with course work in social work, sociology, psychology, or legal system-related discipline.
- One (1) year of paid legal, social services or high-impact/high-volume customer service work experience with assignments that include case management, investigative or dispute resolution responsibilities that involve face-to-face interaction with clients or the public.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- This position requires frequent face-to-face contact with individuals who may be under duress.
- Based on the requirements of the position, candidates considered for placement in this classification may be subject to a Criminal Background Investigation.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES:

08-09-12 Updated for content and formatting

03-06-13 Updated for content